

**<Your Document Number (same as in header)>**

**Defense Information Infrastructure (DII)**

**Common Operating Environment (COE)**

**Software Version Description (SVD) for  
<name and version of software/segment>**

**<Document Version (if applicable)>**

**<Date>**

**Prepared for:**

**Defense Information Systems Agency**



## Table of Contents

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4. Click on “OK” to generate the Table of Contents

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## Notes on Using the Template

1. Refer to Section 3.1 and 3.2 of the *DII COE Developer Documentation Requirements* for format requirements and guidelines for using the templates.
2. This template has been formatted for a small document (12 pages or less). Section headings are left adjusted (refer to Section 3.1.6 of the *DII COE Developer Documentation Requirements*) and are not required to begin on a new odd page.

### 1. Scope

This section shall be divided into the following paragraphs.

#### 1.1 Identification

This paragraph shall contain a full identification of the system and the software. It must provide the name(s), title(s), abbreviation(s), version number(s), and the release number(s).

Identification must include:

1. **Segment Name:** Common name or Product name identification. Identify if this is a GOTS, COTS, freeware or shareware product.
2. **Version Number(s):** Provide product version number and COE version number, as applicable.
3. **Platform(s):** Specific hardware and operating system.

#### 1.2 System Overview

This paragraph shall provide a brief description of the general nature, purpose, and function of the system and software. Include references to other sources of information. For example:

1. **Purpose:** Purpose of the software (i.e., what functionality and features are provided).
2. **Usage:** When and how to use the software.
3. **References:** Provide reference information regarding product details. List publications and other sources of technical support, training, and on-line support (e.g., Internet and Web Sites), when available. Provide sources for publications, point of contact (POC), agents or service/support centers, as applicable.

#### 1.3 Product Information

Provide the following information:

1. **Product Qualification:** Provide product qualification and date the qualification was issued. State the type of acceptance, including testing, certification, conformance assessment or interoperability applicable to the product type.
2. **Product Restrictions:** Identify any licenses, requirements, or imposed constraints. List all applicable licensing, patent, trademark and/or copyright restrictions for the described segment. Also provide restrictions for shareware and freeware products, when applicable.

3. **Product Dependencies:** Identify all dependencies for the product segment. Provide implementation constraints and limitations on system configuration or other information required for the implementation and operation of the software or system.

## **2. Referenced Documents**

Provide a list of documents referenced in this document. List each document by document number, title, version/revision, and date. Identify the source for all documents not available through the Government.

## **3. Version Description**

### **3.1 Inventory of Materials Released**

List all physical media (i.e., tapes, diskettes, CDs, listings, and all documentation) that make up the software version. Provide for each list item identifying numbers, titles, abbreviations, dates, version numbers, release numbers, and other information, as applicable. Include applicable security, privacy, trademark and licensing considerations for these items, in addition to safeguards for handling the media.

### **3.2 Pertinent Documentation**

All documentation pertinent to the software/segment, but not listed as part of the delivery, should be identified.

### **3.3 Inventory of Software Contents**

Identify names and numbers, titles, abbreviations, dates, version numbers and release numbers, as applicable, all computer libraries and files that make up the software. Include any security and privacy concerns.

### **3.4 Changes Installed**

This section does not apply to initial software releases. Provide a list of all version changes, enhancements, and fixes incorporated into the software since the previous version. Changes must be grouped and separated by change classes (Class I/Class II), if applicable. Identify all known anomalies, problem reports, change proposals, and change notices associated with each change or fix. Identify the effects, if any, of each change on system operations and on interfaces with other hardware and software.

### **3.5 Waivers**

Provide information regarding waivers associated with this system software. List all approved waivers including documentation waivers. For COTS products also include waivers associated with product licensing and/or product distribution and use.

### **3.6 Adaptation Data**

Identify or reference all unique-to-site data contained in the software version. For software versions after the first, describe changes made to the adaptation data.

### **3.7 Installation Instructions**

Provide a reference to the Installation Procedures (IP) document which contains the applicable instructions. Identify the document number, title, version/revision, and date, as applicable. Identify the random access memory (RAM) and hard disk space required by the software segment.

### **3.8 Possible Problems and Known Errors**

Identify (list) any possible problems and all known errors with the software at the time of the release. Include any actions being taken to resolve the problems or errors. Provide instructions for recognizing, avoiding, correcting or handling (work-around) each problem or error.

## **4. Notes**

Provide general information to assist in the understanding of this document. This section may include a list of acronyms and abbreviations, and a list of terms and definitions.

## **5. Documentation Improvement and Feedback**

Comments and other feedback on this document should be directed to the DII COE Hotline:

Phone: 703-735-8681

Fax.: 703-735-3080

Email: HotlineC@ncr.disa.mil

## **A. Appendices**

Appendices may be used to provide additional or more detailed information. All appendices shall be referenced in the main body of the document.